	D 2111 - G 2 11 - 12 1 - 1 - 1 - 1			7.4.1.1.1.1.1.
	Punitive Segregation/Administrative	Administrative Segregation	Administrative	Administrative
Function	Detention/Transition Detention	(Phase One)	Segregation Transition	Segregation Transition
			(Phase Two)	(Phase Three)
Movement out of	Not more than two (2) inmates plus	Not more than four (4) inmates out	Not more than eight (8)	Not more than 24 inmates
cell or out of	janitor out of cell per tier or unit	of cell in the unit at one time.	inmates including	and 2 workers at one
secured area	at one time. No more than one (1)	Each inmate, when out of the cell,	janitors at one time.	time.
within housing	inmate janitor per tier or unit. In	shall be escorted on a one (1)		
unit (e.g., on	multiple tier unit, janitors must	staff to one (1) inmate basis and		
tier or in day	remain on their assigned tier or day	handcuffed behind the back and in		
space)	space.	leg irons. Janitor shall be under		
		direct supervision.		
Movement out of	The placement of an inmate on out of	Except for any assigned janitors,	For the first 30 days,	Restraints not
cell or out of	cell restraints status shall be	inmates shall, prior to release	inmates shall, prior to	authorized unless for
secured area	approved by the Facility Chief of	from a cell, be handcuffed behind	release from a cell, be	movement outside the
when on	Security, or the Unit Manager or	the back except when making phone	handcuffed in front.	unit or while waiting
restraint	higher authority in accordance with	calls at which time the inmate	After 30 days restraints	placement back into
status (e.g.,	A.D. 7.2, Armories. The Unit	shall be handcuffed in front before	not authorized unless	Administrative
on tier or in	Administrator shall be notified	leaving the cell. Handcuffs may be	for movement outside the	Segregation or Punitive
day space)	within 24 hours of any inmate placed	removed when the inmate is in a	unit or while waiting	Segregation at which
	on out of cell restraint status. The	secure shower or secure individual	placement back into	point the standards set
	type of restraint shall be approved	recreation area. A cell may be	Administrative	forth under
	by the Facility Chief of Security,	opened prior to an inmate being	Segregation or Punitive	Administrative
	or the Unit Manager or higher	handcuffed if, in the best judgment	Segregation at which	Segregation shall apply.
	authority in accordance with A.D.	of a supervisor, a medical	point the standards set	
	7.2, Armories. The inmate on	emergency warrants such.	forth under	
	restraint status, prior to release		Administrative	
	from a cell, shall be handcuffed		Segregation shall apply.	
	behind the back except when making		A cell may be opened	
	telephone calls, at which time the		prior to an inmate being	
	inmate shall be handcuffed in the		handcuffed if, in the	
	front before leaving the cell.		best judgment of a	
	Each inmate, on out of cell restraint		supervisor, a medical	
	status, shall be escorted on a one		emergency warrants such.	
	(1) staff, one (1) inmate basis.			
	Continued behavior problems shall			
	result in review for Administrative			
	Segregation placement or transfer to			
	higher security. Where there are			
	secured showers, an inmate on			
	restraint status shall normally have			
	handcuffs removed upon entering and			
	reapplied before leaving the shower.			
	Where there are no secure showers,			
	each inmate on restraint status going			
	to the shower shall be handcuffed in			
	front prior to leaving the cell and			
	remain handcuffed while showering. A			
	cell may be opened prior to an inmate			
	being handcuffed if, in the best			
	judgment of a supervisor, a medical			
	emergency warrants such.			

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ATTACHMENT A

RESTRICTIVE HOUSING STATUS

PROVISIONS AND MANAGEMENT STANDARDS

	Punitive Segregation/Administrative	Administrative Segregation	Administrative	Administrative
Function	Detention/Transition Detention	(Phase One)	Segregation Transition	Segregation Transition
		(=====,	(Phase Two)	(Phase Three)
Movement out of	If not on restraint status, a minimum	When outside of unit each inmate,	Inmates shall be	Inmates, at a minimum,
Unit other than	of one (1) officer per inmate as	at a minimum, shall be handcuffed	escorted, at a minimum,	shall be escorted and
to adjacent	escort.	behind the back and escorted by a	by one (1) staff member	supervised by one (1)
Recreation Area		minimum of one (1) officer per	for every three (3)	staff member for every
1.0010001011 11100	When outside the unit each inmate	inmate.	inmates. The inmate	six (6) inmates.
	shall be handcuffed behind the back		shall be handcuffed in	02 (0, 2
	and escorted by a minimum of one (1)	An inmate shall, at a minimum, be	the front. At a minimum	No restraints.
	officer per inmate.	frisk searched upon leaving and	the inmate shall be	
		returning to the unit.	frisked searched upon	
	An inmate shall, at a minimum, be		leaving and returning to	
	frisk searched upon leaving and		the unit.	
	returning to the unit.			
In Cell	Direct observation by a correctional	Direct observation by a	Direct observation by a	Direct observation by a
Observation	officer, not less frequently than	correctional officer, not less	correctional officer,	correctional officer,
	every 30 minutes. Living, breathing	frequently than every 30 minutes.	not less frequently than	not less frequently than
	flesh shall be observed.	Living, breathing flesh shall be	every 30 minutes.	every 30 minutes.
		observed.	Living, breathing flesh	Living, breathing flesh
			shall be observed.	shall be observed.
In Cell	The placement of an inmate on in-cell	The placement of an inmate on in-		
Restraint	restraint status shall be approved by	cell restraint status shall be		
Status	the Shift Commander or Unit Manager	approved by the Shift Commander or		
	and reviewed by the Facility Chief of	Unit Manager and reviewed by the		
	Security or higher authority within	Facility Chief of Security or		
	five (5) hours of initial placement.	higher authority within five (5)		
	Any time an inmate is placed on in-	hours of initial placement. Any		
	cell restraint status an Incident	time an inmate is placed on in-cell		
	Report shall be submitted in	restraint status an Incident Report		
	accordance with A.D. 6.6, Reporting	shall be submitted in accordance		
	of Incidents. The Unit Administrator	with A.D. 6.6, Reporting of		
	shall be notified within 24 hours of	Incidents. The Unit Administrator		
	any inmate placed on in cell	shall be notified within 24 hours		
	restraint status. The type of	of any inmate placed on in cell		
	restraint shall be approved by the	restraint status. The type of		
	Facility Chief of Security, Unit	restraint shall be approved by the		
	Manager or higher authority in	Facility Chief of Security, Unit		
	accordance with A.D. 7.2, Armories.	Manager or higher authority in		
	An inmate placed on in-cell	accordance with A.D. 7.2, Armories.		
	restraint status shall be reviewed	An inmate placed on in-cell		
	every 24 hours by the Unit Administrator. An inmate retained on	restraint status shall be reviewed		
	in cell restraint status beyond 72	every 24 hours by the Unit		
	hours shall be reviewed by the	Administrator. An inmate retained on in cell restraint status beyond		
	appropriate Complex Warden. The	72 hours shall be reviewed by the		
	facility Shift Commander or Unit	appropriate Complex Warden. The		
	Manager shall observe each inmate on	facility Shift Commander or Unit		
	in-cell restraint status at a minimum	Manager shall observe each inmate		
	of once per shift. A health services	on in-cell restraint status at a		
	staff member shall observe each	minimum of once per shift. A		
	inmate on in-cell restraint status no	health services staff member shall		
	less frequently than twice during a	observe each inmate on in-cell		
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ATTACHMENT A

RESTRICTIVE HOUSING STATUS

PROVISIONS AND MANAGEMENT STANDARDS

		71SIONS AND MANAGEMENT STANDARD		2.2
	Punitive Segregation/Administrative	Administrative Segregation	Administrative	Administrative
Function	Detention/Transition Detention	(Phase One)	Segregation Transition	Segregation Transition
			(Phase Two)	(Phase Three)
In Cell	24 hour period. A health services	Restraint status no less frequently		
Restraint	professional shall make a mental	than twice during a 24 hour period.		
Status	health assessment within 24 hours of	A health services professional		
(Continued)	an inmate's placement on in-cell	shall make a mental health		
	restraints. An inmate's placement	assessment within 24 hours of an		
	on in-cell restraint status shall be	inmate's placement on in-cell		
	directly observed by a correctional	restraints. An inmate placed on		
	officer not less frequently than	in-cell restraint status shall be		
	every 15 minutes. Inmates shall only	directly observed by a correctional		
	be placed in four point restraints	officer not less frequently than		
		I = = =		
	when it is necessary to protect the	every 15 minutes. Inmates shall		
	inmate from self injury or to prevent	only be placed in four point		
	damage to the cell. In such cases	restraints when it is necessary to		
	the standards set forth in A.D. 6.5,	protect the inmate from self injury		
	Use of Force shall be followed.	or to prevent damage to the cell.		
		In such cases the standards set		
		forth in A.D. 6.5, Use of Force		
		shall be followed.		
Cell Searches	Random, but not less frequently than	Random, but not less frequently	Not less frequently than	Not less frequently than
and Security	three (3) times every seven (7) days	than three (3) times every seven	twice every seven (7)	once every even (7)
Checks	or when warranted.	(7) days or when warranted.	days.	days.
Showers	Minimum of three (3) times per week	Minimum of three (3) times per week	Minimum of three (3)	Minimum of three (3)
	with a 15 minute out of cell limit.	with a 15 minute out of cell limit.	times per week.	times per week.
Work	Limited to cleaning and food service	None	Limited to Unit. No	As determined by the
Assignments	in Housing Unit. No seven (7) day		seven (7) day jobs.	Unit Administrator.
110019111101	jobs.		beven (// day jezs.	onic naminibolator.
Food Service	Regular meal inside cell.	Regular meal inside cell.	Regular meal inside	Regular meal outside of
rood service	Regular meal inside cell.	Regular meal inside cell.	cell.	1 =
	0 (1) 1 1 6: (5) 1			cell by in Housing Unit.
Recreation	One (1) hour per day, five (5) days a	One (1) hour per day, five (5) days	A minimum of one (1)	A minimum of one (1)
	week in a controlled area, excludes	a week in a controlled area,	hour per day, five (5)	hour per day, five (5)
	holidays. An inmate on restraint	excludes holidays. Restraints	days a week. No	days a week. No
	status shall not receive recreation	(handcuffs) required unless in a	restraints.	restraints.
	with an inmate not on restraint	secure individual recreation area.		
	status.	An inmate on restraint status shall		
		not receive recreation with an		
		inmate not on restraint status.		
Programs	None	All program opportunities shall be	Program opportunities	Program opportunities
	Counseling, Chaplaincy and Health	provided or arranged for in cell.	shall be provided in	shall be provided in
	Services staff shall tour unit at a	Religious and Counseling programs	cell or separate from	cell or separate from
	minimum of once every seven (7) days.	shall be available on a limited	general population in a	general population in a
		basis.	secured area. All	secured area. All
		Dagig.	programs shall be	programs shall be
			approved by the Deputy	approved by the Deputy
			Commissioner of Programs.	Commissioner of Programs.

ATTACHMENT A

RESTRICTIVE HOUSING STATUS

PROVISIONS AND MANAGEMENT STANDARDS

Function	Punitive Segregation/Administrative	Administrative Segregation	Administrative	Administrative
	Detention/Transition Detention	(Phase One)	Segregation Transition	Segregation Transition
		(=====,	(Phase Two)	(Phase Three)
Education 2	At a minimum, individual education	At a minimum, individual education	At a minimum, individual	At a minimum, individual
	plans shall be maintained for those	plans shall be maintained for those	education plans shall be	education plans shall be
-	inmates under the age of 21 who are	inmates under the age of 21 who are	maintained for those	maintained for those
	deemed appropriate by the Education	deemed appropriate by the Education	inmates under the age of	inmates under the age of
	Department. Recommendations from the	Department. Recommendations from	21 who are deemed	21 who are deemed
	Education Department shall be	the Education Department shall be	appropriate by the	appropriate by the
	accommodated consistent with the	accommodated consistent with the	Education Department.	Education Department.
	security needs of the housing unit.	security needs of the housing unit.	Recommendations from the	Recommendations from the
'	becarry needs or one nousing unit.	becarry needs or one nousing anie.	Education Department	Education Department
			shall be accommodated	shall be accommodated
			consistent with the	consistent with the
			security needs of the	security needs of the
			housing unit.	housing unit.
Inmate Property	See A.D. 6.10, Inmate Property	See A.D. 6.10	See A.D. 6.10	See A.D. 6.10
• •	Visits generally shall not be	An inmate shall be allowed one (1)	An inmate shall be	An inmate shall be
	allowed.	30 minute non-contact visit per	allowed only two (2) 30	allowed a minimum of
'	allowed.	week, only with immediate family.	minute non-contact	three (3) 30 minute
	Non-contact visits at Level 4	No extended family visits.	visits per week, only	visits per week. No
-	facilities and above.	NO extended family visits.	with immediate family.	extended family visits.
-	lacificies and above.	Legal visits as needed and approved	No extended family	extended lamily visits.
	Legal visits as needed and approved	by Unit Administrator or designee.	visits.	Legal visits as needed
	by the Unit Administrator or	by onic Administrator or designee.	Legal visits as needed	and approved by the Unit
	designee.		and approved by Unit	Administrator or
`	designee.		Administrator or	designee.
			designee.	designee.
Mail Retention 1	May send and receive mail same as	May send and receive mail same as	In accordance with	In accordance with
	general population but may retain	general population but may retain	storage requirements in	storage requirements in
	only five (5) letters in cell.	only five (5) letters in cell.	A.D. 6.10, Inmate	A.D. 6.10, Inmate
	1 (1)	1 1,7	Property.	Property.
Reading	Limited to two (2) books or	Shall not exceed the four (4) cubic	In accordance with	In accordance with
-	periodicals at a time.	feet of total allowable property in	storage requirement in	storage requirement in
-	Legal materials shall be provided	the cell in accordance with A.D.	A.D. 6.10, Inmate	A.D. 6.10, Inmate
	upon request as required to address a	6.10, Inmate Property. Amount may	Property.	Property.
	court issue that cannot wait until	be restricted by the Unit		
	release from restrictive status.	Administrator.		
	Not allowed unless approved by the	One (1) 15 minute call per week,	Two (2) 15 minute calls	A minimum of three (3)
	Unit Administrator on a case-by-case	except legal telephone calls as	per week, except legal	15 minute calls per
	basis.	approved by a supervisor/counselor.	telephone calls as	week, except legal
			approved by a	telephone calls as
			supervisor/counselor.	approved by a
				supervisor/counselor.
	None	None	None	Allowed in accordance
Television 1			T .	
Television 1	None			with A.D. 6.10, Inmate
Television 1	Hone			with A.D. 6.10, Inmate Property.
	None	Allowed, in accordance with A.D.	Allowed, in accordance	with A.D. 6.10, Inmate Property. Allowed, in accordance
		Allowed, in accordance with A.D. 6.10, Inmate Property.	Allowed, in accordance with A.D. 6.10, Inmate	Property.

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Function	Close Custody Chronic Discipline	Close Custody Chronic Discipline
	Interval I	Interval II
Out of Cell Restraints	For the first week all inmates, whenever outside of their cell, shall be in	No restraints allowed unless being moved back to Interval I.
1.C5 CTUTINGS	Restraint Status I.	
	After one (1) week in Restraint Status I,	
	the Chronic Disciplinary Unit	
	Classification Committee will review the	
	inmate's behavior and if appropriate	
	recommend that the inmate be placed in Restraint Status II.	
	After one (1) week in Restraint Status II,	
	the Chronic disciplinary Unit	
	Classification Committee will review the	
	inmate's behavior and if appropriate	
	recommend that all restraints be removed.	
	The Facility Chief of Security shall be the	
	appropriate authority for this change in	
	restraint status.	
Movement Within the	Each inmate on Restraint Status I shall be	Not to exceed 48 inmates and two (2) inmate
Unit	escorted on a minimum of one (1) staff to	workers in any secured area at one time.
	two (2) inmate basis unless at recreation.	
	Each inmate on Restraint Status II shall be	
	escorted on a minimum of one (1) staff to	
	four (4) inmate basis.	
Movement out of the	Restraint Status and Escort Status will	Four (4) inmates escorted by a minimum of One
Unit Within the	remain the same as for movement within the	(1) staff member.
Facility	Unit.	
In Cell Observation	Thirty minute checks to be conducted by	Thirty minute checks to be conducted by
	assigned staff.	assigned staff.
In Cell Restraint	Any inmate who requires in cell restraint	Not allowed
Status	status shall be automatically reviewed for	
	placement into Administrative Segregation.	
	Their status will be managed by A.D. 6.5,	
	Use of Force and A.D. 9.4, Restrictive Status.	
Cell Searches and	Not less frequently than once every seven	Not less frequently than once every seven (7)
Security Checks	(7) days.	days.
Showers	Three (3) showers per week. Fifteen minute	Minimum of three (3) showers per week.
	out of cell limit in a secured shower.	Fifteen minute out of cell limit.

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Function	Close Custody Chronic Discipline	Close Custody Chronic Discipline
	Interval I	Interval II
Work Assignments	None	1. Tierman positions in Intervals I and II 2. Barber position in Intervals I and II 3. Any formal or informal disciplinary sanction will result in loss of the job. Inmates will be paid institutional wages in accordance with A.D. 10.1, Inmate Assignment
		and Pay Plan. All work assignments will be assigned by the Chronic Disciplinary Classification Committee.
Food Service	Regular meals inside of cell.	Regular meals on tier.
Recreation Programs	One (1) hour per day five (5) days per week Program opportunities shall be provided in cell or separate from general population in a secured area. All programs shall be approved by the Deputy Commissioner of Programs.	One (1) hour per day five (5) days per week Program opportunities shall be provided in cell or separate from general population in a secured area. All programs shall be approved by the Deputy Commissioner of Programs.
Education	At a minimum, individual education plans shall be maintained for those inmates under the age of 21 who are deemed appropriate by the Education Department. Recommendation for the Education Department shall be accommodated consistent with the security needs of the housing units.	At a minimum, individual education plans shall be maintained for those inmates under the age of 21 who are deemed appropriate by the Education Department. Recommendation for the Education Department shall be accommodated consistent with the security needs of the housing units.
Inmate Property	In accordance with storage requirements in A.D. 6.10, Inmate Property Administrative Segregation Phase II and III. Refer to Attachment A, Property Matrix, Close Custody A/S Transitional. Unless on Punitive Segregation status in which case storage requirements in A.D. 6.10, Inmate Property, Punitive Segregation shall be used.	In accordance with storage requirements in A.D. 6.10, Inmate Property Administrative Segregation Phase II and III.
Commissary	In accordance with A.D. 3.8, Commissary	In accordance with A.D. 3.8, Commissary
Medical	Medical staff shall tour the Unit once per day, seven (7) days per week.	Medical staff shall tour the Unit once per day, seven (7) days per week.
Mail Retention	May send and receive mail same as general population, but may retain only five (5) letters in cell.	May send and receive mail same as general population, but may retain only five (5) letters in cell.
Radio	Not allowed	Walkman allowed. Earplugs must be used. No tapes allowed in the Unit.
Television Sets	Not allowed	Not allowed

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Function	Close Custody Chronic Discipline	Close Custody Chronic Discipline
	Interval I	Interval II
Reading Materials	Shall not exceed the four (4) cubic feet of total allowable property in the cell in accordance with A.D. 6.10, Inmate Property. Amount may be restricted by the Unit Administrator.	Shall not exceed the four (4) cubic feet of total allowable property in the cell in accordance with A.D. 6.10, Inmate Property. Amount may be restricted by the Unit Administrator.
Telephone Usage	One (1) 15 minute call allowed per week if not on any sanctions prohibiting telephone calls.	Two (2) 15 minute calls allowed per week if not on any sanctions prohibiting telephone calls.
	Legal telephone calls: 1. All requests from an inmate's attorney for legal telephone calls. 2. Each inmate will be allowed two (2) requested legal telephone calls per month.	Legal telephone calls: 1. All requests from an inmate's attorney for legal telephone calls. 2. Each inmate will be allowed two (2) requested legal telephone calls per month.
Visits	Inmates allowed two (2) 30 minute non- contact visits per week only with immediate family members from approved visiting list. No extended family visits.	Inmates allowed two (2) 30 minute non-contact visits per week on the approved days from approved visiting list. No extended family visits.
	Special visits, to include the inmate's attorney, shall be in accordance with A.D. 10.6, Inmate Visits.	Special visits, to include the inmate's attorney, shall be in accordance with A.D. 10.6, Inmate Visits.

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ATTACHMENT B RESTRICTIVE HOUSING STATUS

Type of Restrictive Status	Purpose (s)	Approval Authority for Placement	Approval Authority for Release	Persons to be Notified of Placement	Authorized Length of Confinement	Review Requirements
Administrative Segregation Transition Phases (Northern and York only)*	To prepare inmate for return to general population	Unit Administrator or higher authority	Commissioner or Designee	Director of Offender Classification and Population Management and Complex Warden	Indefinite	Classification staff every seven (7) days for first two (2) months and every 30 days thereafter and by a mental health professional after 30 days and every three (3) months following.
Administrative Segregation (Northern and York only)*	Classified as a threat to staff, other inmates of facility security. (Requires a hearing prior to placement)	Director of Offender Classification and Population Management or higher authority	Unit Administrator	Director of Offender Classification and Population Management and Complex Warden	Indefinite	Classification staff every seven (7) days for first two (2) months and every 30 days thereafter and by a mental health professional after 30 days and every three (3) months following.
Punitive Segregation	Discipline (Requires a hearing prior to placement)	Disciplinary Hearing Officer	Unit Administrator or higher authority or inmate serves time	Local as appropriate	In accordance with A.D. 9.5, Code of Penal Discipline	Local as appropriate
Administrative Detention	During an investigation or pending a hearing if an inmate may need protection or poses a threat to facility security and safety.	Shift Commander, higher authority or Director of Offender Classification and Population Management	Unit Administrator, higher authority or Director of Offender Classification and Population Management	Local as appropriate	Up to 14 calendar days. When an Administrative Segregation hearing is pending, up to 30 calendar days.	Every 72 hours by the Warden Deputy or Facility Chief of Security and recorded on Restrictive Housing Order.
Transfer Detention	Pending transfer as appropriate	Shift Commander, higher authority or Director of Offender Classification and Population Management	Shift Commander, higher authority or Director of Offender Classification and Population Management	Local as appropriate	Up to 72 hours excluding weekends and holidays	Local as appropriate
Close Custody for Chronic Discipline Interval I	Adjustment of problematic inmate behavior due to multiple disciplinary reports	Director of Offender Classification and Population Management	Approval for release to Interval II shall be by the Warden	Local as appropriate	Minimum of 30 days	Classification staff every seven (7) days for one (1) month and every 30 days thereafter.
Close Custody for Chronic Discipline Interval II	To prepare inmate for return to general population	Warden	Director of Offender Classification and Population Management	Local as appropriate	Minimum of 60 days	Classification staff every 30 days. By a mental health professional every 90 days. Inmates remaining in the Close Custody for Chronic Discipline Unit for more than six (6) months shall be reviewed for Administrative Segregation.

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